INTRODUCTION

WHAT IS THE PURPOSE OF THIS DOCUMENT?
This document has been developed to assist applicants in completing the Profile and CV section in RGMS, as part of the grant application process. This guide does not include technical advice regarding how to use RGMS, as this information is already available on the NHMRC website. This guide does however include hints and tips specifically relating to the content of the Profile and CV section to assist applicants in determining what type of information should be included in this section.

Please be aware that this document has been developed as a guide to assist applicants in completing their Profile and CV in RGMS, based on NHMRC advice and our experience in using the system. Instructions included in this document are recommendations only. Applicants may or may not choose to follow the advice included here.

DO I NEED TO COMPLETE ALL SECTIONS OF THE PROFILE AND CV IN RGMS?
Please be aware that most information relating to your track record no longer forms part of a grant Application Form itself. Instead, this information is entered into the Profile and CV section and is drawn into the Snapshot Reports for your application, by RGMS.
Applicants should note that different NHMRC grant applications will use different types and quantities of information from the Profile and CV section of RGMS. For more information on which information must be completed for each scheme, please refer to the Profile and CV Requirements section of the Advice and Instructions to Applicants document for the scheme/s you are interested in.

Please note that all fields in RGMS marked with this symbol (.required) are mandatory fields and must be completed.

WHERE CAN I GET MORE HELP?
Further information regarding RGMS, including some Frequently Asked Questions can be accessed through the UTAS ORS website or the NHMRC website at: http://www.nhmrc.gov.au/grants/rgms/index.htm.

PROFILE TAB

PRO – PD: PERSONAL DETAILS
You should ensure all details in this section are complete. Pay particular attention to the following fields:

Peer Review
  - We recommend that you keep these details up-to-date as your availability changes.

Personal Details – Citizenship and Permanent Resident of Australia
  - Citizenship and residency status are often part of the key eligibility criteria for NHMRC schemes.
  - The information provided here should be completed accurately as it may be used to determine your eligibility for a particular scheme or role on a project.

Contact Email
  - The NHMRC will use the Preferred Email as a means of contacting you if need be.
  - We recommend that the Preferred Email be your work email address.
  - You may also like to include up to two other email address in the Alternate Email Address fields.
Contact Phone and Fax

- It is mandatory to provide a Preferred Phone Number and a Preferred Fax Number in the relevant fields. If you do not provide these details the page will not save.
- Enter Australian phone numbers in the following format: 02 6217 7777. If the number is an international number, enter ‘+’ followed by the international dialling code, the area code and the local number (e.g. +61 2 6217 7777).
- The NHMRC may use the Preferred Phone Number and Fax Number to contact you if need be.
- Alternative Phone and Fax numbers may also be provided here.

PRO–PU: PEER REVIEW UNAVAILABILITY

- If you have selected “No-I’m not in receipt of funding & I’ve entered any unavailability in Pro-PU” or “Yes-I’m in receipt of funding & I’ve entered any unavailability in Pro-PU” in Pro-PD, please ensure that you include the dates and reason here.

PRO – A: ADDRESS

- Using the search function, you should list your current primary institution here.
- An asterisk * can be used as a wildcard when using the search function (e.g. to search for University of Tasmania, you can enter *Tasmania* into the Title or Keywords fields to filter the available options in the list available).
- Ensure all relevant address details are included here, noting that your Postal Address should be the address of the institution (primary) you have listed here.
- If you are affiliated with multiple institutions, you can list any additional institutions here.
- A Courier Address may also be provided.

PRO – RE: RESEARCH INTERESTS

Broad Research Area

- Applicants should select their Broad Research Area from the drop-down list.
- This information will be drawn into the Assessor Snapshot Report for some applications.

Research Keywords

- Applicants should select at least five and up to ten research keywords or phrases that best describe their area of expertise.
- These keywords may be used to assist with the identification of potential peer review panel members, grant assessors or committee members.
- These keywords will not be included as part of any applications for funding, nor will they be used for assigning applications to peer review panels.

Methodology

- Here you can provide between one and three keywords to describe your core areas of methodological expertise.
- It does not appear as though this information is included as part of any applications for funding at this stage.

Additional information that best describes research interests

- Here you can provide more detail on your research interests and areas of expertise, including key methodologies, student supervisor and key publications.
- It does not appear as though this information is included as part of any applications for funding at this stage.
PRO – FR: FIELDS OF RESEARCH

- Enter information regarding the Fields of Research that are applicable to you.
- This information will be drawn into the Assessor Snapshot Report for some applications.
- We recommend that you nominate those Fields of Research that are current by ticking the box.

CV TAB

CV – ES: EXECUTIVE SUMMARY

- You may include an Executive Summary of your research in this section.
- Please note that this information is drawn into the Assessor Snapshot report.

CV – QAP: QUALIFICATIONS, AWARDS AND PRIZES

- Include all academic qualifications, including undergraduate, masters, diploma/certificate or doctoral level qualifications.
- Also include any Prizes, Awards or Distinctions you have received.
- Applicants should not include any competitive fellowships they may have received in this section as they are not technically awards or prizes. These would be better placed in Employment History, Appointments or NHMRC/Other Research Funding depending on the nature of the Fellowship.
- Ensure all relevant fields are completed for each entry.
- Ensure the Title is included as the full degree/certificate name or the thesis title for your PhD.

CV – EH: EMPLOYMENT HISTORY

- Include a complete list of your current and previous positions of employment.
- Complete all relevant fields for each entry.
- Ensure you have ticked the “Current” box for your current position, noting that you may have more than one.

CV – A: APPOINTMENTS

- Include details of your current and previous appointments. This may include:
  - Honorary positions at other Universities/Research Organisations
  - Positions of Administrative Responsibility, for example, Head of School/Executive Dean/Institute Director etc
  - Positions on Advisory Boards/Committees
  - Membership of a Working Party/Group
  - Committee member/representative for a professional association
  - Appointments as a Fellow of a Learned Academy
  - Positions as Organiser of a Scientific Conference
  - Positions in peer-review (not NHMRC or journal review as these are included elsewhere)
  - Membership/Chair of Committees (for example Institutional Ethics Committee)
- The following should not be included here as they can be included elsewhere:
  - Positions on Journal Editorial Boards
  - Professional Memberships
- Ensure you have ticked the “Current” box for your current appointments, noting that you may have more than one.
- We recommend that this section not be a duplication of information already provided in the Employment History section (above).
CV – CD: CAREER DISRUPTIONS
- Provide details of any career disruptions that may have had an impact on your track record.
- This may include:
  - Periods of parental leave
  - Periods of severe illness
  - Periods of prolonged carers leave
  - Periods spent in industry (where there may have been restrictions on research output/publishing due to commercial confidentiality)
  - Periods spent in clinical practice only (with no research component)
- Ensure all fields are completed for each entry, including the Start and End Month and Year.

CV – PM: PROFESSIONAL MEMBERSHIPS
- Provide details of any current or previous professional memberships. This may include:
  - Memberships of professional societies
  - Registration as a medical or allied health practitioner
  - Ensure all fields are completed for each entry
- Ensure “Current” box is ticked for any current memberships or registrations.

CV – CP: CONFERENCE PARTICIPATION
- Provide details of any conference participation. This may include:
  - Keynote Presentations – an invited presentation that is the feature presentation of the conference
  - Plenary Presentations – an invited presentation during a plenary or break-out session
  - Other Invited Presentations
  - Presentations of papers accepted following peer-review of an abstract/full paper
  - Poster Presentations
  - Participation on Conference Panels (as Member or Chair)
  - Positions as Conference Convenor
- If you received a speakers fee, if your travel expenses were covered, or your registration fee was paid you may wish to indicate this in the “Conference Presentation Summary” field.
- As ‘Conference Abstract’ is no longer an option in the Publication section (CV – Pub) you may wish to enter any relevant abstracts in this section, by leaving the “Role” field blank and entering the Title, Author list and other details in the “Conference Presentation Summary” field.

CV – CE: COMMUNITY ENGAGEMENTS
- Provide details of any community engagement activities. Community Engagement activities may include:
  - Presentations of your research to community groups
  - Presentations of your research to patient groups
  - Media engagements (newspaper or television interviews/contributions)
  - Participation in education forums/outreach programs
  - Participation in awareness campaigns through foundations or health councils
  - Presentations to Government agencies/departments (not resulting in changes in policy)
- Engagement activities which have resulted in broad changes to clinical guidelines or policy more broadly would be better placed under the Translation into Policy/Practice (CV – TPP) section.
- Indicate whether or not each activity involved Aboriginal or Torres Strait Islander peoples by selecting Yes or No from the dropdown menu.
- Ensure all relevant details are completed for each entry.
• In the “Representing Whom” field, you should indicate who you are a representing in the community engagement activity. For example, you may be representing yourself, your employer, a charitable organisation (e.g. Cancer Council, National Heart Foundation, Rotary club etc).

• In the “Audience” field, you should indicate who you are engaging with. For example, if you are giving a public lecture then in the “Audience” field you might include ‘Members of the public’. If you are conducting a workshop or information session on a particular health issue for patients, then in the “Audience” field you might include ‘Clients of outpatient clinic suffering from diabetes’.

CV – P: PATENTS
• Provide details of all patents for which you contributed more than 20% of the development effort.
• You may include patents which have been applied for, granted/awarded or expired.
• List the names of all inventors (the names in which the patent is registered).
• If you have patents that are registered in many countries/regions, you may list these in one of two ways, as outlined below. The NHMRC has advised that they do not have a particular preference for whether a patent is listed separately for each jurisdiction in which it is lodged, or just once to cover all jurisdictions. Applicants may choose whichever option they feel provides the most valuable information for assessors.
  Option 1
  You may choose to enter each patent once, to cover all of the jurisdictions in which it is registered. If you choose to use this method then we recommend you enter the patent and select one Patent Office and enter the relevant Patent Number for that Office. Then in the “Description” field, you could comment on the other jurisdictions in which the patent has been lodged, including different Patent Numbers if relevant.
  Option 2
  You may initiate a separate entry for each patent, registered in each jurisdiction/Patent Office and enter the relevant details of each.
• Ensure all relevant fields are complete for each entry.

CV – TPP: TRANSLATION INTO POLICY/PRACTICE
• Provide details of any translation into policy/practice activities.
• Translation activities may include:
  - Research which has led to changes in clinical guidelines
  - Research which has led to changes in clinical/allied health practice
  - Research which has influenced changes in government or organisational policy/practice
• Nominate the funding source for each entry. More than one funding source can be nominated for each entry.
• List all organisations affected and provide details of the changes and outcomes as a result of your research.
• Ensure all relevant fields are complete for each entry.

CV – CN: CONTRIBUTION TO NHMRC
• Provide details of your contribution to the NHMRC in terms of service on a Peer Review Panel, as an External Assessor or on the NHMRC Academy.
• Initiate a separate entry, for each year, for each type of contribution.

CV – JR: EDITORIAL RESPONSIBILITIES
• Include details of any peer review activities, including as a guest reviewer, member of a journal/book editorial board.
• Ensure all relevant fields are complete for each entry.
• You do not need to include a separate entry for each review conducted. Instead, you may record an estimated number of journal reviews completed for a particular journal over a specified period of years.
Example
If you reviewed 16 papers for the journal Science during the period from 1999 to 2009, you would include this information in RGMS as per the screen dump below:

CV – SM: SUPERVISION AND MENTORING

- Provide details of students that you supervised or mentored, in a research or clinical environment, at various levels.
- Ensure all relevant fields are complete for each entry.
- You do not need to include a separate entry for each student. Instead, you may record the number of students that you started supervising / mentoring, in each environment in each year.

Example
If you started supervising 3 PhD students in the research environment in 2006, then you would include this information in RGMS as per the screen dump below:

CV – RP: NHMRC RESEARCH FUNDING

- This section should automatically populate with data from the NHMRC’s official records. However, if there are errors, or additional grants that have not been automatically imported, users should make the necessary amendments.
- All grants for funding commencing in 2012 and prior should by now have been imported into the system.
CV – ORF: OTHER RESEARCH FUNDING

- Provide details of all other (non-NHMRC) research funding received where you are/were a named investigator. This may include:
  - Competitive research grants/fellowships from other external agencies. e.g. ARC
  - Competitive research grants/fellowships from a UTAS or other University internal funding scheme
  - Contract research (funded by industry)
- This should not include money received from a consultancy as this is not commonly considered research funding.
- Ensure all relevant fields are complete for each entry.
- Application ID field should only be completed for ARC funding.

CV – PU: PUBLICATION UPLOADS

You may automatically upload publications into RGMS in two ways, as outlined below.

EndNote XML Export

If you already maintain an EndNote library of your publications, this may be the easiest way for you to upload your publications. This method involves creating an XML export of your publication information, not simply exporting the entire EndNote library file itself (i.e. an .xml file, not an .enl file.)

The NHMRC has tested this method for EndNote version X2.0.1 or later. Exports from older versions can also be uploaded but some data may not be uploaded correctly. It is recommended that EndNote X2.0.1 or later is used for the uploading of publications.

- To create an XML export file from your EndNote library, open your library in EndNote, select FILE > EXPORT and change the export file type to XML.
- You may only select to upload one Publication Type at a time. Therefore, you may choose to upload your entire publication list as Journal Articles (Original Research), and then manually change the Publication Types of other types of publications later in the Profile and CV: Publications section. Alternatively, you could export each set of publications for each Publication Type separately from EndNote and upload these into RGMS one by one.

Tab Delimited File

- A tab delimited file Template is available in this section of RGMS. The template is provided in several file formats. Tab delimited files must be uploaded in a .txt file format.
- You are able to download a template locally and populate it with your publications. Once you have populated your template, please remember to save your file as a tab delimited file (.txt) and then upload using the facility provided below.
- Again, you may only select to upload one Publication Type at a time. Therefore, you may choose to upload your entire publication list as Journal Articles (Original Research), and then manually change the Publication Types of other types of publications later in the Profile and CV: Publications section. Alternatively, you could export each set of publications for each Publication Type separately from EndNote and upload these into RGMS one by one.
- Please note that if you wish to use this upload method then you must use the spreadsheet templates available in RGMS. You cannot simply create your own new spreadsheet and upload the information.
CV – Pub: Publications

In this section, you can enter all of your publications manually by creating a new entry for each.

- **Publication Type:** Ensure the correct Publication Type is selected for each publication. Please refer to the comments below for information on how to categorise publications where the exact publication type is not included in the available list.
- **Journal/Conference/Book Title:** The full publication title or the accepted abbreviated title may be included here. The NHMRC have indicated that they do not have a preference for one or the other, and that journal names can be abbreviated for convenience. It is at the applicant's discretion how they wish to provide this information.
- **Author List:** All authors should be included in the order that they appear in the publication itself.
- **Publication Year:** This field should include a maximum of four digits to represent the year (e.g. 2009). No other text should be included in this field.
- **Location:** The NHMRC has not provided clear advice regarding what level of detail should be included here.
  - Some users have experienced that when uploaded automatically from EndNote, extensive author affiliation information is imported into this field automatically for Journal Articles. At this stage, we would not recommend removing this information in case the NHMRC advises later that they do wish for this information to be included.
  - If manually entering your publications, we recommend including for Books/Chapters, the Publisher name and location (e.g. "Publisher: Routledge, London").

Please refer to the following pages for further information regarding how to enter information for specific types of publications.

Conference Abstracts

- Conference Abstracts are no longer available as a Publication Type in the CV – Pub section. The NHMRC have advised us of a number of options for applicants that wish to include Abstracts in their Track Record:
  - Conference Participation (CV – CP) section. Leave the “Role” field blank and include the Title, Author, etc details in the “Conference Presentation Summary” field.

Include Abstract information, such as Title, Author/s and Date in “Conference Presentation Summary”.

Save | Submit | Cancel
- Additional Information (CV – AI) section. This is a free text field that may be used to include any important and relevant Abstract.

- We understand that many applicants will have hundreds of published and conference abstracts over the course of their careers and it is ultimately up to the applicant to decide how many or how few of these to include.

- Our recommendation would be to include at least some of your published abstracts and conference abstracts, perhaps your best/most relevant 10-15. You may then wish to include a brief description of your overall record in these areas in some of the free text sections of the relevant Application Form.

- For example, you might mention the total number of publications of this type in a certain time period, and discuss the significance of the best ones. We would recommend you highlight that you have included your best/most significant published abstracts and conference abstracts in the Conference Participation / Additional Information section.
Accepted for Publication

- The NHMRC has advised that for journal articles/books/book chapters that have been accepted for publication but have not yet been published, the 'Accepted for Publication' option should be selected as the Publication Type. Journal articles/books/book chapters that have not yet been published should not be included under any other Publication Type.
- The Publication Date and Publication Year should be the month and year the publication was accepted respectively.
- When that publication has been published you will need to re-enter that record and change the type of publication from Accepted for publication to whatever type it is and change the year and date to reflect the actual publication date.

Please refer to the example below:
**Books/Chapters**

To ensure all relevant contextual information is available for assessors, we recommend including books and book chapters as follows:

1. Include books and book chapters using the *Books / Chapters* Publication Type.
2. Include all details of the published book or book chapter in the relevant fields.
3. Include the names of the Editors of the book in the *Journal / Conference / Book Title* field in brackets, immediately following the title of the book itself.
4. Include the name and location of the Publisher of the book in the *Location* field.

*Please refer to the example below:*

5. When entering a Book Chapter, you should also enter the chapter title in the *Article / Abstract / Chapter Title* field and enter either the chapter number or page range in the relevant fields. ISSN / ISBN information may also be entered but is not appearing in the snapshot report at this time.
Editorials

- The NHMRC has indicated that they will not be creating a separate Publication Type for Editorials in the upcoming rounds and have indicated that applicants who include these publications under a different Publication Type will not be adversely affected by their decision to do so.

- In order to ensure Editorials can be clearly identified, we recommend the following:
  1. Include Editorials using the Journal Article (Review) Publication Type, as this appears to be the best fit of the Publication Types currently available.
  2. Include all details of the published Editorial in the relevant fields.
  3. In the Article / Abstract / Chapter Title field, include the full title of the Editorial, followed by the words “Editorial” in brackets.

- This process for including Editorials will ensure that they are included at an appropriate place in your list of publications, and will also clearly indicate to an Assessor that while you have categorised the Editorial as a different publication type, you have been upfront about what type of publication it actually is.

*Please refer to the example below:*
Published Conference Papers

- The NHMRC has indicated that they will not be creating a separate Publication Type for Published Conference Papers and have indicated that applicants who include these publications under a different Publication Type will not be adversely affected by their decision to do so.

- In order to ensure Published Conference Papers can be clearly identified, we recommend the following:
  1. Include Published Conference Papers using the Journal Article (Original Research) Publication Type, as this appears to be the best fit of the Publication Types currently available.
  2. Include all details of the Published Conference Paper in the relevant fields.
  3. In the Article / Abstract / Chapter Title field, include the full title of the Published Conference Paper, followed by the words “Published Conference Paper” in brackets.

This process for including Published Conference Papers will ensure that they are included at an appropriate place in your list of publications, and will also clearly indicate to an Assessor that while you have categorised the Published Conference Paper as a different publication type, you have been upfront about what type of publication it actually is.

Please refer to the example below:

1. Use the Publication Type “Journal Articles (Original Research)”.
2. Insert the text (Published Conference Paper) as shown.
CV – W: WORKLOAD

- Here you should indicate your workload, broken down into each of the available categories, in hours per week.
- Our understanding is that the NHMRC’s intention is for applicants to provide accurate information regarding their workload, even if the total number of hours per week exceeds what might normally be considered to be a “standard working week”.
- You should also indicate any administrative responsibilities, which may include positions as Head of School/Institute Director, membership of institutional or departmental committees, coordination of undergraduate courses or programs etc.

CV – AI: ADDITIONAL INFORMATION

- This is a free text field where you may enter any additional information, related to your track record, that you have not been able to include elsewhere. Please note however that we do not recommend this section be used to discuss Impact Factors relating to your publication record.
- This field will be used in some, but not all, NHMRC grant applications.